

Request for Alternate Tobacco Purchase Records

Issued under authority of P.A. 327 of 1993, as amended.

Section 6(1) of P.A. 327 of 1993, as amended, states in part, " ... A licensee or retailer shall keep as part of the records a true copy of all purchase orders, invoices, bills of lading, and other written matter substantiating the purchase or acquisition of each tobacco product at the location where the tobacco product is stored or offered for sale. A retailer shall keep as part of the records a true copy of all purchase orders, invoices, bills of lading, and other written matter substantiating the purchase or acquisition of each tobacco product at the location where the tobacco product is offered for sale for a period of 4 months from the date of purchase or acquisition. The department may, by giving prior written approval, authorize a person licensed under this act or a retailer to maintain records in a manner other than that required by this subsection ... " These purchase records are for both cigarettes and other tobacco products.

Business Name		Account Number (FE, ME, or TR)	
Address of Corporate Office/Main Location			
Check appropriate <input type="checkbox"/> Licensed Wholesaler <input type="checkbox"/> Licensed Secondary Wholesaler <input type="checkbox"/> Licensed Unclassified Acquirer box(es): <input type="checkbox"/> Retailer <input type="checkbox"/> Licensed Vending Machine Operator <input type="checkbox"/> Transportation Company <input type="checkbox"/> Transporter			
Address where Tobacco Products are stored or offered for sale			
Business hours and address of the location where original purchase documents will be available		If documents will be kept at a personal residence, list phone number and home address	
Proposed Alternate Records at Individual Location (attach sample)			
Describe how records are accessed at the individual location			
Authorized Signature	Date	Title	Phone Number

TREASURY USE ONLY

Your request for authorization to maintain records in a manner other than that required by Section 6(1) is:

☐

Approved

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Denied

Treasury staff person signature	Title	Date
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Mail or Fax to:

Customer Contact Tobacco Taxes Unit
Michigan Department of Treasury
Lansing, MI 48922
(517) 636-4631

If you have questions, call the Tobacco Taxes Unit at (517) 636-4630. Deaf, hearing or speech impaired persons using a Text Telephone for the Deaf (TTY) may call (517) 636-4999.